

State of Illinois Uniform Notice of Funding Opportunity (NOFO)
Summary Information

Awarding Agency Name	Commerce And Econ Opp
Agency Contact	John O'Conner (CEO.CreativeIndustries@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	Creative Industry
Funding Opportunity Title	Small Business Community Navigator Program
CSFA Number	420-27-2561
CSFA Popular Name	Small Business Community Navigator Program
Anticipated Number of Awards	1
Estimated Total Program Funding	\$1,000,000
Award Range	Not Applicable
Source of Funding	Federal
Cost Sharing or Matching Requirements	No
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	
Posted Date	10/18/2022
Application Date Range	10/18/2022 - 11/16/2022 : 5:00pm
Grant Application Link	Please select the entire address below and paste it into the browser... https://dceo.illinois.gov/aboutdceo/grantopportunities/2561-2400.html
Technical Assistance Session	Offered : Yes Mandatory : No Date : 11/02/2022 : 2:00pm Registration link : https://illinois.webex.com/illinois/j.php?MTID=mfa5136cd361de25eadc6354c139452ce

Agency-specific Content for the Notice of Funding Opportunity

Creative Industry Community Navigators

NOFO ID: 2561-2400

A. Program Description

The Creative Industry Community Navigator Program is intended to ensure that Illinois businesses within the arts and culture industries who are most in need of services and relief provided through state programs can effectively access the benefits available through the Illinois Creative Recovery Grant Program and other DCEO programs supporting this industry and community, as needed. Some intended beneficiaries of Illinois' business relief programs and services lack strong connections with consultants, accountants, and trade associations that can facilitate access to those programs. The Creative Industry Community Navigator Program is intended to remedy this gap.

The Creative Industry Community Navigator Program grantee will perform extensive outreach, marketing, and 1-on-1 technical assistance to ensure that the hardest-to-reach Creative Industry businesses that are most in need of support are aware of resources that can help them thrive during the economic recovery from the recession in the face of ongoing hardship facing the creative industry due to the pandemic. The grantee will be expected to provide support specifically for the Illinois Creative Recovery Grant Program, through working with businesses and organizations in the arts and culture industries, as well as other DCEO programs that provide services or relief to businesses in this industry, as appropriate.

The Creative Industry Community Navigators Program is made possible by funds appropriated to the department for this purpose. The program will be informed by and complementary to the Small Business Community Navigators program DCEO established in fall 2020 and expanded in summer 2021, and will be aligned with best practices outlined by the Small Business Administration¹ following the establishment of a federal community navigator program in the American Rescue Plan Act of 2021.

Target businesses for technical assistance and outreach include arts and cultural organizations that experienced losses due to business interruption or other adverse impacts of COVID-19. For the Creative Industry Community Navigator Program, these businesses will include independent live venue operators, performing or presenting arts organizations, arts education organizations, museums, or cultural heritage organizations that have experienced business interruption or adverse conditions due to COVID-19 and were in operation in Illinois prior to March 12, 2020.

DCEO anticipates to issue an estimated \$1 million to one grantee, who shall partner with regional subgrantees as needed, to collectively reach target arts and cultural organizations across the state. Services that can be provided remotely shall be provided and advertised to target businesses statewide. The extent of geographic reach of other types of services will result in higher points in merit review, as described in Section E.1. The grantee and subgrantees will be expected to provide the following services.

- 1-on-1 support with businesses to understand program details, eligibility, and requirements for the Creative Recovery Grant Program; prepare applications; and navigate the application process
- Intensive, grassroots outreach through phone calls, texts, e-mails, targeted social media, workshops and door-to-door canvassing
- Work with local elected officials and institutions like schools, associations, chambers of commerce, Economic Development Organizations, regional planning councils, and faith networks to share information and conduct targeted outreach
- Market the program through earned and paid media, such as radio interviews, local print outlets, or social media ads, that reach the target businesses
- Maintain a culturally knowledgeable staff that can speak the language of the target business population and be cognizant of any other barriers or hesitations local business owners may experience in accessing government resources

¹Small Business Administration - <https://www.sba.gov/sites/default/files/2021-03/Navigator%20Notice-Final%203-21-508.pdf>

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- Maintain a line of communication accessible to target businesses for customer service and Q&A, including a dedicated call center, web-based question form, and/or e-mail inbox
- Monitor subgrantees and coordinate with other partners, as needed, to track their activities and ensure they are adequately reaching target businesses
- Partner with, provide funds to, oversee, and manage local community-based organizations as subgrantees that have relationships with target businesses
- Plan outreach events, webinars, and other major communications efforts
- Train subgrantees on the support available through the Creative Recovery Grant Program and methods for support and outreach
- Develop simple, easy to understand, multilingual marketing materials to be used by the grantee, subgrantees, and other partners
- Maintain and share information on best practices for outreach and counseling businesses
- Maintain a culturally knowledgeable staff of professionals, including CPAs and attorneys, that can provide specialized support to subgrantees and targeted businesses, in multiple languages, where applicable
- Collect information (including from subgrantees) and provide regular reports to DCEO on the following:
 - Number of businesses contacted by form of contact (phone, in-person, social media, etc.)
 - Number and names of businesses receiving 1-on-1 assistance
 - Number of businesses receiving 1-on-1 assistance that successfully submitted applications by program
 - Number of businesses receiving 1-on-1 assistance that successfully received benefits from the government program for which they received application assistance by program
 - Each of the above metrics broken out by type of target business, using categories described below (race, rural, disabled, etc.)
 - List of partner organizations
 - Common barriers and other problems that businesses face in completing applications and receiving assistance

The successful applicant will demonstrate the experience and capacity to provide the services listed above; relationships with any subgrantees; specific details about the proposed geographic extent of specific services and targeted business types that they will reach; and a detailed plan to carry out these services.

B. Funding Information

This grant program is utilizing federal pass-through funds appropriated by Public Act 102-0017. Total amount of funding expected to be awarded through this NOFO is \$1,000,000. The Department expects to make one (1) award for this NOFO.

Anticipated start date for awards is December 1, 2022. The period of performance is expected to be December 1, 2022 through June 30, 2023.

Applicants must submit a project narrative that describes in detail how the award will be executed. The project narrative should include enough information for DCEO to understand the scope of the project, the budget, including a detailed breakdown of the costs associated with each budget line and any additional necessary detail to enable DCEO to manage the grant agreement activity against planned project performance. The Project Narrative must include evidence of capacity, quality and need as defined in Section E.1.

The release of this NOFO does not obligate the Department to make an award.

C. Eligibility Information

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An entity must be registered in the Grant Accountability and Transparency Act (GATA) Grantee Portal, <https://grants.illinois.gov/portal/>, at the time of grant application. The portal will verify that the entity:

- Has a valid FEIN number (<https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin#:~:text=You%20can%20use%20the%20IRS%27s,for%20Individual%20Taxpayer%20Identification%20Number>);
- Has a valid UEI number (<https://sam.gov>);
- Has a current SAM.gov registration (<https://sam.gov>);
- Is not on the Federal Excluded Parties List (verified at <https://sam.gov>);
- Is in Good Standing with the Illinois Secretary of State, as applicable (https://www.cyberdriveillinois.com/departments/business_services/corp.html);
- Is not on the Illinois Stop Payment list (verified once entity is registered in GATA Grantee Portal); and
- Is not on the Department of Healthcare and Family Services Provider Sanctions list (<https://www.illinois.gov/hfs/oig/Pages/SanctionsList.aspx>).

Marking SAM.gov registrations as “public” will allow the GATA Grantee Portal to expedite the review of the federal information. Making the SAM.gov registration “private” will not prevent the review; however, it will slow down the review process.

Entities on the Illinois Stop Payment List and/or the Federal Excluded Parties List at time of application submission will not be considered for an award.

An automated email notification to the entity alerts them of “qualified” status or informs how to remediate a negative verification (e.g., not in good standing with the Secretary of State). A federal Debarred and Suspended status cannot be remediated.

Pursuant to the policy of the Illinois Office of the Comptroller, to receive grant funds from the State of Illinois, a grantee must be considered a regarded entity by the IRS for federal income tax purposes. Disregarded entities will not be eligible to receive grant funds.

1. Eligible Applicants include:

Eligible applicants include: non-profit organizations, including 501(c)(3), 501(c)(6), 501(c)(19), and other nonprofits.

Any subgrantees providing technical assistance to businesses must also be non-profit organizations.

The Department complies with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

2. Cost Sharing or Matching.

Cost sharing or matching is not required for this funding opportunity.

3. Indirect Cost Rate.

In order to charge indirect costs to a grant, the applicant organization must have an annually

negotiated indirect cost rate agreement (NICRA). There are three types of NICRAs:

a) Federally Negotiated Rate. Organizations that receive direct federal funding, may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. Illinois will accept the federally negotiated rate. The organization must provide a copy of the federally NICRA.

b) State Negotiated Rate. The organization may negotiate an indirect cost rate with the State of Illinois if they do not have a Federally Negotiated Rate. If an organization has not previously established an indirect cost rate, an indirect cost rate proposal must be submitted through State of Illinois' centralized indirect cost rate system no later than three months after receipt of a Notice of State Award (NOSA). If an organization previously established an indirect cost rate, the organization must annually submit a new indirect cost proposal through CARS within six to nine months after the close of the grantee's fiscal year, depending on the grantee's audit type requirements.

c) De Minimis Rate. An organization may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the De Minimis Rate may be used indefinitely. The State of Illinois must verify the calculation of the MTDC annually in order to accept the De Minimis Rate.

All grantees must complete an indirect cost rate negotiation or elect the De Minimis Rate to claim indirect costs. Indirect costs claimed without a negotiated rate or a De Minimis Rate election on record in the State of Illinois' centralized indirect cost rate system may be subject to disallowance.

Grantees have discretion and can elect to waive payment for indirect costs. Grantees that elect to waive payments for indirect costs cannot be reimbursed for indirect costs. The organization must record an election to "Waive Indirect Costs" into the State of Illinois' centralized indirect cost rate system.

State Universities may request an indirect cost rate of 10% due to the State of Illinois' continuous funding of a portion of facility and administrative costs.

4. Other, if applicable.

Applicants may submit 1 application for this opportunity.

D. Application and Submission Information

1. Address to Request Application Package.

Grant application forms are available at the web link provided in the "Grant Application Link" field of this announcement or by contacting the Program Manager:

John O'Conner
Illinois Department of Commerce & Economic Opportunity
500 E. Monroe St
Springfield, IL 62701
Email: CEO.CreativeIndustries@illinois.gov

2. Content and Form of Application Submission.

A standard application package must be submitted to and reviewed by DCEO. Each package must contain the following items:

- ☐ Uniform Grant Application in fillable PDF format. Signature page must be printed, signed, scanned and submitted with application.

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- ☐ Uniform Budget utilizing the template provided by DCEO for this project. The entire budget with all worksheets included even if the worksheets are not relevant to the grant opportunity must be submitted with the application materials. Signature page must be printed, signed, scanned and submitted with application.
- ☐ Conflict of Interest Disclosure
- ☐ Mandatory Disclosures
- ☐ Program Specific Application.

3. Unique Entity Identifier (UEI) and System for Award Management (SAM).

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR 25.110(d)) is required to:

- (i) Be registered in SAM before submitting its application. To establish a SAM registration, go to www.SAM.gov and/or utilize this instructional link: [How to Register in SAM from the www.grants.illinois.gov Resource Links tab](#). Please note, making SAM.gov registrations “public” will expedite the GATA Grantee Portal pre-qualification process.
- (ii) Provide a valid UEI number in its application, which matches the UEI number used in both the applicant entity’s SAM registration and GATA Grantee Portal registration.
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. The Department will not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable UEI and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Department is ready to make a Federal pass-through or State award, the Department may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

4. Submission Dates and Times.

Applications for this opportunity must be submitted by November 16th, 2022 at 5pm.

Application materials must be submitted to the Department via electronic form at <https://app.smartsheet.com/b/form/ee5d2994ecff430780cec027d860805e>.

The Department is under no obligation to review applications that do not comply with the above requirements. Failure to meet the application deadline may result in the Department returning application without review or may preclude the Department from making the award.

5. Intergovernmental Review, if applicable.

N/A

6. Funding Restrictions.

This opportunity does allow reimbursement of pre-award costs. Other restrictions can be found in Sections B. and C.3.

7. Other Submission Requirements.

Documents stored in Google Docs or other cloud-based servers are not allowed.

Applicants may confirm receipt of the application and documents by contacting the program contact listed in this NOFO.

E. Application Review Information

1. Criteria.

Grant proposals will be reviewed on a competitive basis. Each proposal will be scored on a 100-point scale. The Department shall consider the following criteria when evaluating the application submittal: Capacity, Quality and Need.

(20 points) Need – Up to 20 points will be awarded to the applicant that can demonstrate the ability to meet the needs of targeted businesses. Points will be based on:

- Demonstration that the applicant has an understanding of the issues facing creative industry businesses in the current economic environment
- Demonstration that the applicant and identified subgrantees have the knowledge, industry relationships, and expertise to meet those industry needs
- Demonstration that the applicant and identified subgrantees have identified barriers – including those related to business size, location, and language -- to serving all eligible creative industry businesses

(40 Points) Capacity – Up to 40 points will be awarded to the applicant which demonstrates the ability to successfully carry out the requested services. Points will be based on:

- Demonstrated ability to provide business support services, outreach, grassroots engagement campaigns, and marketing to small businesses, and technical support on government programs for creative industry businesses, based on description of capacity and experience
- Demonstrated ability to develop appropriate training materials
- Organizational and/or staff experience receiving state grants and overseeing subgrantees of state grants
- Culturally knowledgeable staff and extent of specialized expertise of staff in providing support services to creative industry businesses
- Staffing, expertise, and industry relationships to provide all required services with statewide coverage, collectively, in partnership with subgrantees
- Languages the organization can provide services in, and experience providing multilingual services

(40 Points) Quality – Up to 40 points will be awarded to the applicant that provides a clear and thorough plan to provide the requested services and appropriately addresses questions and considerations posed by this notice of funding opportunity. Points will be based on:

- A detailed timeline for services to be provided, including intermediate milestones, in the timeframe required
- A detailed, reasonable budget and support for cost estimates
- Viable strategies for providing services to target creative industry businesses, including small businesses located in rural areas and low-income areas, and owned by members of the following communities: racial or ethnic minorities, veterans, immigrants, women, and/or individuals with disabilities
- Viable strategies for overcoming barriers to serving all eligible creative industry businesses
- Viable plan for provide services to target businesses statewide, with minimal or no gaps in service

2. Review and Selection Process.

Applications will be graded using the Merit Review Process and scored on the criteria specified in Section E.1. The Department will designate an Evaluation Committee to grade each application received for this funding opportunity. The final score of each Committee member will be calculated and an average of all scores will be the final applicant score. Each applicant will then be ranked, and awards will be recommended according to project ranking and available funding. DCEO may take into account the geographic distribution of, and scope of services offered to target businesses, in addition to grantee score, when making award determinations.

The Merit Based Review process is subject to appeal. However, competitive grant appeals are limited to the evaluation process. Evaluation scores may not be protested. Only the evaluation process is subject to appeal. The appeal must be submitted in writing to the Department within 14 calendar days after the date that the grant award notice has been published. The written appeal shall include the name and address of the appealing party, the identification of the grant and a statement of reasons for the appeal. To file an appeal, applicants must submit the appeal in writing and in accordance with the Merit-Based Application Review Appeals Process listed on the Grant Opportunities page of the DCEO website:

<https://dceo.illinois.gov/aboutdceo/grantopportunities/meritappealreview.html>.

3. Anticipated Announcement and State Award Dates, if applicable.

The Department anticipates sending Notices of State Award (NOSA) 3 weeks after the application period is closed.

The Department reserves the right to issue a reduced award, or not to issue any award.

F. Award Administration Information

1. State Award Notices.

The Notice of State Award (NOSA) will specify the funding terms and specific conditions resulting from the pre-award risk assessments and the merit-based review process. The NOSA must be accepted in the GATA Portal by an authorized representative of the grantee organization. The NOSA is not an authorization to begin performance or incur costs.

2. Administrative and National Policy Requirements.

COVID-19 Requirements: Due to the COVID-19 public health emergency, to be eligible to receive an award, grant applicants are required to adhere to all applicable executive orders issued by the Governor of Illinois, rules issued by an Illinois state agency, or other directives and/or guidance issued by Illinois state agencies related to the prevention of the spread of COVID-19. These same requirements will apply to grantees in carrying out the activities in the award throughout the award term.

Subrecipients and Subcontractors: Agreement(s) and budget(s) with subrecipients and subcontractors must be pre-approved by and on file with DCEO. Agreements can be submitted to DCEO when available. Subcontractors and subrecipients are subject to all applicable provisions of the Agreement(s) executed between DCEO and the grantee. The successful applicant shall retain sole responsibility for the performance of its subrecipient(s) and/or subcontractor(s).

Grant Uniform Requirements: The Grant Accountability and Transparency Act (30 ILCS 708/1 *et seq.*) (and its related administrative rules, 44 Ill. Admin. Code Part 7000), was enacted to increase the accountability and transparency in the use of grant funds from whatever source and to reduce administrative burdens on both State agencies and grantees by adopting federal guidance and regulations applicable to those grant funds; specifically, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Procurement: Grantees will be required to adhere to methods of procurement per the Procurement Standards (2 CFR 200.317 – 2 CFR 200.327).

3. Reporting.

Periodic Performance Report (PPR) and Periodic Financial Report (PFR)

Grantees funded through this NOFO are required to submit in the format required by the Grantor, at least on a quarterly basis, the PPR and PFR electronically to their assigned grant manager. The first of such reports shall cover the first three months after the award begins. Pursuant to 2 CFR 200.328, Periodic Financial Reports shall be submitted no later than 30 calendar days following the period covered by the report. Pursuant to 2 CFR 200.329, Periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. Any additional reporting requirements will be disclosed in the NOSA. Grantees are required within 45 calendar days following the end of the period of performance to submit a final closeout report in the format required by the Grantor (See 2 CFR 200.344).

Monitoring

Grantees funded through this NOFO are subject to fiscal and programmatic monitoring visits by the Department in accordance with 2 CFR 200.337. They must have an open-door policy allowing periodic visits by Department monitors to evaluate the progress of the project and provide documentation upon request of the monitor. Program staff will also maintain contact with participants and monitor progress and performance of the contracts. The Department may modify grants based on performance.

Audit

Grantees shall be subject to Illinois' statewide Audit Report Review requirements. Terms of the Single Audit Act Amendments of 1996 (31 USC 7501-7507), Subpart F of 2 CFR Part 200, and the audit rules set forth under the Grant Accountability and Transparency Act shall apply (See 30 ILCS 708/65(c)).

In addition to financial and performance reporting described below, grant recipients will be required to submit monthly reports with the following information, aggregated across their own activity and all subgrantee activity:

- Number of businesses contacted by form of contact (phone, in-person, social media, etc.)
- Number and names of businesses receiving 1-on-1 assistance
- Number of businesses receiving 1-on-1 assistance that successfully submitted applications by program
- Number of businesses receiving 1-on-1 assistance that successfully received benefits from the government program for which they received application assistance by program
- Each of the above metrics broken out by type of target business, using categories described in "Section A. Program Description" (race, rural, disabled, etc.), and language
- List of partner organizations
- Common barriers and other problems that businesses face in completing applications and receiving assistance

G. State Awarding Agency Contact(s)

John O'Conner
Illinois Department of Commerce & Economic Opportunity
500 E. Monroe St
Springfield, IL 62701
Email: CEO.CreativeIndustries@illinois.gov

H. Other Information, if applicable

The State government is not obligated to make any State award as a result of this announcement. Only grants officers can bind the State government to the expenditure of funds.